

CITY OF MILPITAS

Effective: June 1985

Revision: June 29, 2001

EEOC: Professional

Unit: Unrepresented

FLSA: Exempt

Physical: 1

RECREATION SERVICES SUPERVISOR
(Community Center)

DEFINITION

To perform responsible professional work in organizing and supervising major recreation/leisure service programs and activities including such areas as youth and adult sports, aquatics, special events, and management of the Community Center.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level class in the professional recreation/leisure services class series. Positions assigned to this class are responsible for major and multiple programmatic areas, and are expected to participate in planning, budgeting, and evaluating programs. Positions in this class are distinguished from the Program Coordinator in that responsibility is assumed for multiple and more complex programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Recreational Services.

Exercises direct and indirect supervision over full-time and part-time professional, technical and clerical staff, and volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- ♦ Plan, implement, supervise, and evaluate multiple and major recreation/leisure service programs.
- ♦ Determine program content and the methods used in providing community recreation and leisure services offerings.
- ♦ Supervise, train and evaluate assigned staff.
- ♦ Meet with individuals, community groups, school officials, and advisory groups to assure that programs and activities are meeting the needs of the community.
- ♦ Assist with the preparation and administration of the annual budget for assigned area of responsibility.
- ♦ Arrange for and schedule City and School District facilities, transportation, and appropriate activity supervision.
- ♦ Organize and encourage the formation of clubs, teams, leagues, and special events.

- ◆ Respond to inquiries or requests for service from interested community groups and citizens.
- ◆ Monitor expenditures of personnel, supplies and equipment.
- ◆ Plan and supervise a program of preschool, children's theatre, cultural arts, marketing, volunteers, therapeutic recreation programs, facility attendants, contract classes, special events, and other service specialties involving the supervision of program coordinators and leaders in the planning of activities and events.
- ◆ Participate in meetings to discuss and evaluate program techniques and content.
- ◆ Participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, flyers, and printed schedules.
- ◆ Purchase and inventory maintenance equipment and supplies.
- ◆ Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- ◆ Prepare and submit reports and memoranda on a variety of recreational services-related subjects.
- ◆ Manage the Community Center and surrounding.
- ◆ Staff the Arts Commission and other Commission(s) as assigned.
- ◆ Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- ◆ Recreational and social needs of the community.
- ◆ Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs.
- ◆ Principles and practices of program administration including budgeting, purchasing, and personnel management.
- ◆ Standard program evaluation methods and report writing procedures.
- ◆ Principles and techniques of effective supervision and training.
- ◆ Rules and equipment used in assigned program areas such as a variety of athletic activities.

Ability to:

- ◆ Design, develop, and implement recreation/leisure service programs suited to the needs of the community.

- ◆ Analyze, interpret, and explain division policies and procedures.
- ◆ Supervise, train, and evaluate full-time and part-time staff, including volunteers.
- ◆ Elicit community and organizational support for programs.
- ◆ Communicate effectively, orally and in writing.
- ◆ Develop, present, and administer a budget for assigned programs.
- ◆ Establish and maintain effective work relationships with public groups, agencies, the media, and others contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

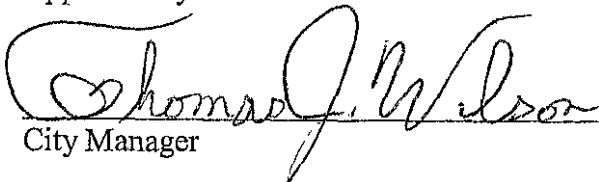
Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, political science or a closely related field.

LICENSE OR CERTIFICATE

- ◆ Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.
- ◆ Certification in the following areas is required within six months of appointment:
 - ARC First Aid
 - ARC CPR

Approved by:


 City Manager

7-15-03
 Date:

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RECREATION SERVICES SUPERVISOR
(Senior Center)

DEFINITION

To perform responsible professional work in organizing and supervising major recreation/leisure service programs and activities including such areas as youth and adult sports, aquatics, special events, and management of the Senior Center facility.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level class in the professional recreation/leisure services class series. Positions assigned to this class are responsible for major and multiple programmatic areas, and are expected to participate in planning, budgeting, and evaluating programs. Positions in this class are distinguished from the Program Coordinator in that responsibility is assumed for multiple and more complex programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Recreational Services.

Exercises direct and indirect supervision over full-time and part-time professional, technical and clerical staff, and volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- ♦ Plan, implement, supervise, and evaluate multiple and major recreation/leisure service programs.
- ♦ Determine program content and the methods used in providing community recreation and leisure services offerings.
- ♦ Supervise, train and evaluate assigned staff.
- ♦ Meet with individuals, community groups, school officials, and advisory groups to assure that programs and activities are meeting the needs of the community.
- ♦ Develop and over see contracts and capital improvement projects.
- ♦ Assist with the preparation and administration of the annual budget for assigned area of responsibility.
- ♦ Arrange for and schedule facilities, transportation, and appropriate activity supervision.
- ♦ Organize and encourage the formation of clubs, teams, leagues, and special events.

- ◆ Respond to inquiries or requests for service from interested community groups and citizens.
- ◆ Monitor expenditures of personnel, supplies and equipment.
- ◆ Plan and supervise a senior program, including: art, dance, exercise, writing, English and more, a nutrition program, social services, trips, special events, entertainment and the promotion of the Senior Center and senior activities.
- ◆ Participate in meetings to discuss and evaluate program techniques and content.
- ◆ Participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, flyers, and printed schedules.
- ◆ Purchase and inventory maintenance equipment and supplies.
- ◆ Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- ◆ Prepare and submit reports and memoranda on a variety of recreational services-related subjects.
- ◆ Manage the Senior Center, including maintenance, upgrades, and rentals.
- ◆ Staff the Senior Advisory Commission and other Commissions as assigned.
- ◆ Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- ◆ Recreational and social needs of the community.
- ◆ Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs.
- ◆ Principles and practices of program administration including budgeting, purchasing, and personnel management.
- ◆ Standard program evaluation methods and report writing procedures.
- ◆ Principles and techniques of effective supervision and training.
- ◆ Rules and equipment used in assigned program areas such as a variety of athletic activities.

Ability to:

- ◆ Design, develop, and implement recreation/leisure service programs suited to the needs of the community.

- ◆ Analyze, interpret, and explain division policies and procedures.
- ◆ Supervise, train, and evaluate full-time and part-time staff, including volunteers.
- ◆ Elicit community and organizational support for programs.
- ◆ Communicate effectively, orally and in writing.
- ◆ Develop, present, and administer a budget for assigned programs.
- ◆ Establish and maintain effective work relationships with public groups, agencies, the media, and others contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

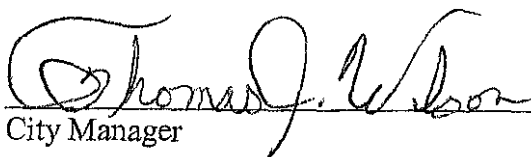
Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, political science or a closely related field.

LICENSE OR CERTIFICATE

- ◆ Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.
- ◆ Certification in the following areas is required within six months of appointment:
 - ARC First Aid
 - ARC CPR

Approved by:


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RECREATION SERVICES SUPERVISOR
(Sports Center)

DEFINITION

To perform responsible professional work in organizing and supervising major recreation/leisure service programs and activities including such areas as youth and adult sports, aquatics, special events, and management of the full Sports and Teen Center facility.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level class in the professional recreation/leisure services class series. Positions assigned to this class are responsible for major and multiple programmatic areas, and are expected to participate in planning, budgeting, and evaluating programs. Positions in this class are distinguished from the Program Coordinator in that responsibility is assumed for multiple and more complex programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Recreational Services.

Exercises direct and indirect supervision over full-time and part-time professional, technical and clerical staff, and volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- ◆ Plan, implement, supervise, and evaluate multiple and major recreation/leisure service programs.
- ◆ Determine program content and the methods used in providing community recreation and leisure services offerings.
- ◆ Supervise, train and evaluate assigned staff.
- ◆ Oversee and execute Youth Sports Grants.
- ◆ Meet with individuals, community groups, school officials, and advisory groups to assure that programs and activities are meeting the needs of the community. Serve on the Police Athletic League Board of Directors if needed.
- ◆ Assist with the preparation and administration of the annual budget for assigned area of responsibility.
- ◆ Arrange for and schedule City and School Districts facilities, transportation, and appropriate activity supervision.

- ◆ Organize and encourage the formation of clubs, teams, leagues, and special events.
- ◆ Respond to inquiries or requests for service from interested community groups and citizens.
- ◆ Monitor expenditures of personnel, supplies and equipment.
- ◆ Plan and supervise programs including adult sports, youth sports, teens, after-school activities, summer day camp activities, contract classes, special events, aquatics including, but not limited to: lap swim, water exercise classes, swim team management, fitness and weight room club management, and/or other service specialties involving the supervision of program coordinators and leaders in the planning of activities and events.
- ◆ Participate in meetings to discuss and evaluate program techniques and content.
- ◆ Participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, flyers, and printed schedules.
- ◆ Purchase and inventory maintenance equipment and supplies.
- ◆ Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- ◆ Prepare and submit reports and memoranda on a variety of recreational services-related subjects.
- ◆ Manage the Sports Center and surrounding fields as assigned.
- ◆ Staff the Youth Advisory Commission and other Commission(s) as assigned.
- ◆ Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- ◆ Recreational and social needs of the community.
- ◆ Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs.
- ◆ Principles and practices of program administration including budgeting, purchasing, and personnel management.
- ◆ Standard program evaluation methods and report writing procedures.
- ◆ Principles and techniques of effective supervision and training.
- ◆ Rules and equipment used in assigned program areas such as a variety of athletic activities.

Ability to:

- ◆ Design, develop, and implement recreation/leisure service programs suited to the needs of the community.
- ◆ Analyze, interpret, and explain division policies and procedures.
- ◆ Supervise, train, and evaluate full-time and part-time staff, including volunteers.
- ◆ Elicit community and organizational support for programs.
- ◆ Communicate effectively, orally and in writing.
- ◆ Develop, present, and administer a budget for assigned programs.
- ◆ Establish and maintain effective work relationships with public groups, agencies, the media, and others contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

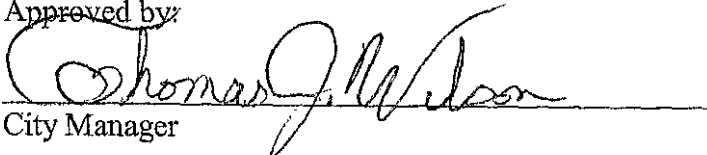
Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, political science or a closely related field.

LICENSE OR CERTIFICATE

- ◆ Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.
- ◆ Certification in the following areas is required within six months of appointment:
 - ARC First Aid
 - ARC CPR
 - Certified Pool Operator

Approved by:


City Manager

7-15-03
Date